

Company registration number: 04446416

Charity registration number: 1092545

ZOE'S PLACE TRUST

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2020

Zoe's Place Trust

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Zoe's Place Trust

Reference and Administrative Details

Trustees	J J Scarisbrick Reverend P D McGuire J Stainsby Prof S Sinha C Greenall Prof W Tin
Key Management Personnel	N Borrill (Director of Care) L Retford (Group Finance Manager) W Reason (Director of Income Generation & Communications) (appointed 6 April 2020) F Berquist (Head of Care) L Appleby (Head of Care) G Harris (Head of Care) M Guidery (General Manager) C Ward (Head of Fundraising) (resigned 25 October 2019) M Chauhan (Head Fundraising) (appointed 26 October 2019 and resigned 3 July 2020) C Kirkham (Head of Fundraising) (resigned 20 February 2020) M Meaney (Head of Fundraising) (appointed 2 March 2020) L Thomas (Office Manager)
Principal Office	Upper Ground Floor 15 Dormer Place Leamington Spa Warwickshire CV32 5AA
Company Registration Number	04446416
Charity Registration Number	1092545
Bankers	HSBC Bank plc Middlesbrough Albert Road 60 Albert Road Middlesbrough TS1 1RS Barclays Bank plc Leamington Spa 150 The Parade Leamington Spa CV32 4AG NatWest Coventry 1st Floor Rowan House Coventry West Midlands CV4 8LE

Zoe's Place Trust

Reference and Administrative Details

Investment Advisors

Sanlam
Gosforth Business Park
BW House
2/3 Park Road
Newcastle upon Tyne
NE12 8DG

Auditor

MHA Tait Walker
Chartered Accountants and Statutory Auditor
Bulman House
Regent Centre
Gosforth
Newcastle upon Tyne
NE3 3LS

Zoe's Place Trust

Trustees' Report

Chairman's Report

At Zoe's Place we believe that 'every bud deserves the chance to bloom'. We believe that human life is precious however fragile or short it may be. That belief sustains all that we do.

This report is being prepared in difficult and challenging times. The Charity has, in line with many other Charities felt the impact of the Coronavirus Pandemic - our income streams virtually ceased overnight back in March. As a result of lockdown we had to close all three Hospices to ensure the safety of our children, their families and our staff. The Hospices remained closed through until 3rd August 2020. During this challenging time we supported our families remotely as much as possible.

In spite of the Coronavirus we continue to see a high demand for our services. Indeed all three hospices report an increase in the number of families using our facilities - as hitherto, the great majority seeking 'respite' rather than 'end-of-life' care.

This, of course, has put ever greater pressure on our fundraising teams - and fundraising is even more challenging in today's world, as most charities know only too well. Unfortunately our income and expenditure accounts for the year record a deficit. Like many Hospices we have faced severe funding challenges this year with many events being cancelled because of social distancing rules. As a result of the dramatic fall in income, at the present time there still remains much uncertainty when or indeed if fundraising/challenge events will be able to be reinstated, the Trustees have made the difficult decision to restructure the Charity in light of the likely continued lower income going forward. Following consultation with staff we reluctantly reduced staffing levels by about 40% across the Trust. This has meant that when we opened in August we were providing a reduced service to our families and children. We hope this will only be short-term and we will make every effort to diversify our income streams to be able to get back to full capacity as soon as ever possible. The fundraising teams at all three Zoe's Places are committed to achieving this. In the short term the Trustees have agreed to utilise some reserves to meet any immediate deficit.

As ever, we are deeply grateful to our many benefactors, to the growing number of volunteers who give invaluable support in different ways to our hospices, and to the dedicated teams of nurses who staff them.

Structure, governance and management

Governing Document

Zoe's Place Trust, which was established in 2002, is a registered charity, number 1092545, and is incorporated as a company limited by guarantee (not having a share capital), company number 4446416. It is governed by its Articles of Association. The aim of the organisation is to open and maintain baby hospices for the public benefit and assistance of children aged from birth to five years, suffering from terminal or life-limiting conditions. The hospices provide palliative, respite and end-of-life care and support to all families who access our service. The hospices are known as Zoe's Places. The Charity is registered with the Care Quality Commission and as such is subject to regular inspections.

Management

The Board of Trustees is made up of people who have a particular skill or professional attribute which can benefit the Charity to ensure the good governance of the charity and to enable board meetings to be effective and make informed decisions. The enthusiasm and commitment of these people ensures that sound advice and information is brought to decisions affecting the future of the Charity. The names of the Trustees, who are also directors, are given on page 1.

Zoe's Place Trust

Trustees' Report

The Board of Trustees administer the Charity and meet every 3 months. Unfortunately because of social distancing rules these meetings since March have taken place electronically. There is a trading subsidiary Zoe's Place Trading Limited, which has a separate Board of Directors. The Trustees are responsible for decisions on capital projects, fundraising schemes, investment plans and the level of reserves.

The Trustees set the long term strategy for the organisation and the Senior Management Team (SMT) are responsible for the daily management of the Charity. There are 4 members of the SMT covering clinical services, fundraising and finance. Inline with the recent restructure of the Charity, the SMT has been re-vamped. This now consists of Director of Income Generation, Director of Care, Group Finance Manager and the Executive Trustee. The SMT meet on a monthly basis regarding clinical services, clinical governance, audit and risk, and fundraising. In addition the Executive Trustee meets each member of the SMT on a monthly basis to provide support and supervision. The SMT provide individual reports to each Trustee meeting.

Recruitment of Trustees

As set out in the Articles of Association the Board of Trustees should consist of not less than 3 and no more than 9 members. Trustees will serve a minimum term of 3 years and with the unanimous consent of all the Trustees may put themselves forward for re-appointment. Nominations for the appointment of new Trustees can be made by any current Trustee and such nominations need the unanimous approval of the Trustees. The Nominee, who usually would have some particular attribute which would benefit the Charity, would then be invited to attend one or more meetings as a guest before their acceptance as a new Trustee is confirmed.

All Trustees are subject to enhanced Disclosure and Barring Scheme checks and reference checks.

Trustee induction and training

New Trustees undergo an induction process to ensure they fully understand their legal obligations under charity and company law, the contents of our Articles of Association, decision-making process of the board, the strategic plan and recent performance of the charity. Briefing papers and familiarisation training is effected for all Trustees, as deemed necessary.

Officers

The Officers are those listed in the Reference and Administration page (Key Management Personnel).

Objectives and Activities

The vision of Zoe's Place is to put every child with a life-limiting or life-threatening condition at the heart of all planning, support and care.

Our core value are:

- Put care for the babies first Support their families
- Put child at the centre of any care and support
- Ensure that each visit a child spends at the Hospice is filled with as much fun as possible
- Welcome and encourage direct access by families to the service
- Be generous in welcoming all children with life-threatening/limiting conditions
- Deliver the most effective, specialist palliative care

Zoe's Place Trust

Trustees' Report

- Be open, honest and transparent in all that we do
- Respect and value the contribution of all Zoe's Place staff, trustees and volunteers
- Make the best possible use of funds to ensure value for money.

Beneficiaries

Zoe's Place is a registered Charity providing palliative, respite and end of life care to babies and infants aged from birth to 5 years, suffering from life-limiting or life threatening conditions. This care will be provided in a caring, safe, home from home environment known as Zoe's Place.

Compassionate care is at the heart of our philosophy and this will be provided to all who access our facilities irrespective of their colour, race, culture, denomination or condition. Care will be provided free of charge to all families irrespective of the family's social standing.

Every child will be treated as an individual and afforded dignity and respect at all times.

Our care will be provided in a way that ensures the child is at the centre of any planning and we will ensure their physical, emotional, social and spiritual needs are considered.

Facilities

Each Hospice can accommodate up to six babies at any one time. There is also Parents accommodation at each Hospice, should this be required.

There are soft play areas, sensory rooms, art and music therapy facilities and outdoor play areas available at each Hospice.

We believe in a holistic approach to care and look to support the whole family during their involvement with Zoe's Place. There are sibling groups, play and stay, parents support groups, bereavement support groups and regular family fun days organised at each Hospice.

Our bereavement suites offer a private and comfortable space in which parents can begin to come to terms with the loss of their child. Our fully trained staff are on hand to offer support and counselling to parents and extended family at this very sad time.

Following the death of a child, the child is able to rest in our bereavement suite, which consists of a specially designed bedroom, as well as a lounge and parents bedroom. There are also private gardens for the exclusive use of bereaved families. This facility is available to all children and their families whether known to Zoe's Place or not.

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Trustees' Report

Fundraising Activities

All funds raised by the Charity will be spent for the purpose for which they are raised. All funds raised through sponsorship activities will be banked into the Charity's bank account before deduction of expenses. All literature will properly describe what donations will be used for. All fundraising activities will be conducted in an open honest and transparent manner. During the period under review no complaints have been received. Zoe's Place value the contribution made by all our donors. Zoe's Place will treat all donors with respect and dignity. Zoe's Place do not, and will not make, unsolicited calls to members of the public requesting donations.

Zoe's Place are a member of the IOF and Fundraising Regulator and agree to operate to their guidelines and regulations.

Zoe's Place agree to adhere to the rules set up by the IOF for dealing with vulnerable people.

Zoe's Place does not employ the services of outside Professional Fundraisers.

Zoe's Place do not, and will not, make unsolicited calls to members of the public requesting donations.

Zoe's Place is funded primarily through donations, voluntary fundraising, as well as some public sector commissioning arrangements. Zoe's Place has a team of fundraisers who raise income through campaigns, events, regular giving, physical challenges, major donors, companies, Trusts, legacies and volunteer initiatives. They are supported by a dedicated group of volunteers.

As a result of the rules applying to GDPR our data storage procedure was enhanced. Our IT software improved to include additional Firewall security devices. Donors were contacted to obtain their permission to continue to contact them Privacy notices have been issued and posted on our website.

Achievements and Performance

Hospice Performance

The figures provided here in effect cover an eight month period of operations given the temporary hospice closures. As mentioned earlier due to the Coronavirus pandemic, we closed the Hospices in March and re-opened in early August 2020. During this reduced opening period we have provided care and support to 160 children and families in the Coventry, Liverpool and Middlesbrough areas. The average number of families supported each month across all three sites is 129. This equates to 7280 bed/cot days during the eight month period.

Many of our children have very complex needs and require a high level of support often greater than one to one care and require specialist support.

Occupancy rates at all three hospices over the six month period averaged 83%.

The age range of children supported during this period can be identified as follows: 0-1 25%, 2-3 37% and 4-5 38%.

We continue to see an increase in the demand for our services indeed over the last six years this demand has increased by over 50%.

Zoe's Place Trust

Trustees' Report

Other Achievements

Zoe's Places are regulated by the Care Quality Commission who have rated all our Hospices as Good. We are pleased to receive this positive rating for all three hospices and reflects the hard work, professionalism and caring attitude of all our staff.

Since the hospices were closed from March until early August this has restricted many of our plans for future development however in April we appointed a Director of Income Generation and Marketing Manager to improve and enhance our marketing/communications facilities to ensure more people understand what Zoe's Place is about. This will help us to reach out to more families and children who need our help and support.

Our social media facilities - a Parents Facebook page proved invaluable during lockdown. Parents could share experiences, give feedback, ask questions and not feel so isolated.

Fundraising remains a challenge in these difficult conditions however our Fundraising team have risen to the challenge.

Zoe's Place are supported by a committed group of volunteers who give many hours of their time free of charge. This is a massive saving to the Trust and enables us to ensure that as much as possible of the hard earned cash is channelled into providing care to our special babies.

During the last 12 months we have continued to develop the Chase Records system to enable us to maintain our clinical records electronically.

The Trustees offer their sincere thanks to the staff, volunteers and the supporters of all three Hospices for their dedicated help and support during these challenging conditions.

Financial Review

Following closure of the hospices in March, staff were placed on furlough and the Charity benefitted from the Governments Job Retention Scheme - this amounted to £552,000 plus special additional funds from NHS amounting to £130,000 for the period to 30 June 2020 to provide assistance due to the Coronavirus pandemic.

In addition we also, once again received the Grant from NHS England totalling £583,000 for the year.

Quite simply without this additional funding from Government/NHS the Charity would not have been able to survive and to re-open our doors to our families in August.

Whilst these one off payments were much appreciated the Charity still relies heavily on the continued support from Corporations and members of the public to enable us to continue to provide the support and respite facilities our families so desperately need.

It has been a difficult year, fundraising has certainly been challenging, we have seen our overall donations fall by about 10%, Events/challenges not surprisingly down nearly 50%. However we continue to look at new innovative means of raising funds.

We are very grateful to those supporters who included Zoe's Place in their wills. As a result we received over £95,000 in the last year.

Zoe's Place Trust

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Overall Summary

The financial position for the year shows net outgoing resources of £131,608 (2019 - £146,593 outgoing resources). Total funds amount to £2,705,397, and of the total funds as at the year end £180,985 were restricted funds with £2,524,412 being unrestricted reserves of the group.

The Trustees consider the financial position of the group to be satisfactory, given the unprecedented circumstances we now find ourselves in, when read with the Charity Groups' reserve policy (which is outlined later in this report).

The financial statements, which have been prepared in accordance with the Statement of Recommended Practice, conform to current statutory requirements and comply with the charity's governing document.

Reserves and Going Concern

The Trustees have examined the requirements of the charitable company to hold free reserves - those reserves not invested in tangible fixed assets, restricted or designated for particular purposes. This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the Trustees consider it would be appropriate to hold the equivalent of nine months expenditure, which would equate to holding approximately £3,000,000 in free reserves.

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities; it excludes fixed assets together with long term financing liabilities. At the year end the charity had free reserves amounting to £1,074,334.

The charity is still highly dependent on voluntary donations and fund-raising efforts, meaning that the charity will need to continue to develop its fund-raising efforts. Unfortunately due to a fall in income primarily because of the Coronavirus, we are recording a deficit this year, as a result the Trustees felt it necessary to utilise some of the reserves, rather than reduce further the level of care and support to families. This situation is being closely monitored and every effort will be made to rebuild reserves. The need for the charity's services continue to grow and therefore the demand on future reserves will also be greater.

Budgets have been prepared taking into account the continued affect on income from the Coronavirus and the Trustees feel confident that following the recent changes in staffing levels the Charity will be able to sustain a service to our families into the future. It remains our firm objective to diversify and increase income in coming years to ensure we are able to support our children and families.

Pay policy for Key Management Personnel and other staff

We have identified Key Management Personnel in the Reference and Administration section.

Zoe's Place Trust is committed to ensuring that we pay our staff fairly and in a way which ensures we attract and retain the right skill mix to have the greatest impact in delivering our charitable objectives.

Zoe's Place Trustees do not receive any pay, though they may be reimbursed reasonable out of pocket expenses incurred in the pursuit of their duties.

No employee will be paid less than the minimum living wage.

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Trustees' Report

Zoe's Place will disclose the basis of all pension contributions and other benefits.

When setting salaries account will be taken of those payable in other third sector Hospices and/or in the care sector as a whole.

Risk Management

The Trustees have a Risk Management Strategy which includes:

A regular review of the risks the charity may face and the likelihood of these risks occurring. Particular attention is given to major risks that would prevent the organisation achieving its objectives.

The establishment of systems and procedures to mitigate those risks identified.

Procedures designed to minimise any potential impact on the Charity are implemented should those risks materialise.

Financial

A significant reduction in income as we have seen from the Coronavirus would have implications on the level of care we are able to provide. Zoe's Place will continue to diversify its areas of sustainable income streams to ensure that it can continue providing its current level of care at all 3 hospices. The key to successful fundraising is investing in what is working, encouraging a culture of innovation and employing and retaining the best staff. Each Zoe's Place has a fundraising team lead by a fundraising Manager.

The investment plan is reviewed regularly and as a matter of course annually.

Operational

Serious damage to our premises, or the heating system would cause major operational problems. In considering this, the Trustees concluded that our premises are large enough to cope with a disruption that was not total. If the premises became totally unusable, arrangements are in place to evacuate the premises and to take the resident children home or to the local hospital. Insurance is in place to cover any disruption to the on-going business of the charity.

Clinical staffing levels - It has been widely publicised that there is a national shortage of Nursing staff, particularly those qualified in the care of children. This could have an impact on the services Zoe's Place are able to offer. There are several operational measures in place to mitigate this risk, for example ensuring pay and benefits are in line with other employers in this sector and training and development of existing staff.

As medical science progresses so more and more children are surviving it is likely therefore that we will continue to see a significant increase in the demand for our services. It is therefore vital that we continue to develop our communication and fundraising work. This will hopefully ensure that we are able to meet the needs of the children and families in coming years.

Zoe's Place Trust

Trustees' Report

Legal

The risks currently envisaged by the Trustees are fire Safety and Public Health. To counter the fire risk, fire risk assessments have been completed. Inspections by the Fire Service have been satisfactorily completed. The fire alarm system and firefighting equipment are professionally checked every six months. Regular Health and Safety Meetings and inspections are held at each Hospice. A firm of HR consultants provide guidance on all employment matters. In addition a Risk Management Consultant provides regular on-going advice and support.

The Coronavirus continues to be a risk to the Charity's income which in turn affects the level of service we are able to provide. The Trustees are working with the Director of Income Generation to ensure as wide a spectrum of income streams are used to enable the Charity to survive these challenging conditions.

Strategic

We will continue to develop our facilities to ensure we are able to provide help and support to as many families as possible in the Coventry, Liverpool and Middlesbrough areas.

The long term objective remains to open new Zoe's Place when finance permits, to enable us to reach more families who need our support.

Related Parties

Zoe's Place Trading Limited is a separate limited company. It is a wholly owned subsidiary of Zoe's Place Trust and is consolidated as part of these accounts. Zoe's Place Trading limited sells merchandise, receives licensed royalties and registration fees from challenge events.

Plans for Future Periods

- To develop and maintain as many income streams as possible to ensure minimum reliance is placed on any one source of fundraising activity.
- To continue the development of our new clinical data storage facility. This bespoke IT system will provide a more comprehensive recording system across all 3 hospices. The on-going costs of this system will be funded by the capital gain on the Trust's investment portfolio.
- To continue investment in the staff and business to enable us to provide the highest possible level of care and support to our families and children.
- To return to full capacity when finance permits.
- To embrace technology and use this to improve both income generation and services to families.

Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The Trustees regard the activities of the charity to fall within the definition of a charitable purpose relating to "the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage."

Zoe's Place Trust

Trustees' Report

How the activities of Zoe's Place deliver public benefit

The main activities of the Charity and who it exists to help are described below. All of its charitable activities focus on the relief of illness and suffering and are undertaken to further its charitable purpose for the public benefit.

Zoe's Place provides palliative, respite and end of life care to babies and infants aged from 0-5 suffering from life-limiting and life-threatening conditions. These children will be cared for in a home from home environment known as Zoe's Place.

Feedback on our services

CQC - All three of our Hospices were rated "good" following recent inspections by the Care Quality Commission.

"Thank you doesn't come close to what we want to say. The support we have had from you in what has been a tough few years has been immense. Not only have you been there for J but for us as a family. We will miss you all more than words."

"Excellent the staff feel like extended family. They don't just provide medical care but love and affection for J."

"10/10 - excellent top rate medical knowledge and care but great care and entertainment too. It's a very high standard of care loving and nurturing and personalised."

Strategic Report

The Trustees Report incorporates the Strategic Report in accordance with the Charity Commission guidance. The Trustees when approving the Trustees Report are also signing to approve the Strategic Report.

Investment Powers and Restrictions

The Charity funds are controlled by the directors, who also act as trustees, who invest with a view to safely optimising annual investment income while maintaining capital growth in line with market trends.

The trustees can invest any sums or investments received by them in investments in which they are by law authorised to invest money (including trading subsidiaries), with power from time to time to change for others of a like nature.

Zoe's Place Trust

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Zoe's Place Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

Reappointment of auditor

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of MHA Tait Walker as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

The annual report was approved by the trustees of the charity on ...1/12/20... and signed on its behalf by:



.....
J J Scarisbrick
Trustee

Zoe's Place Trust

Independent Auditor's Report to the Members of Zoe's Place Trust

Opinion

We have audited the financial statements of Zoe's Place Trust (the 'charitable parent company') and its subsidiaries (the 'group') for the year ended 30 June 2020, which comprise the Consolidated Statement of Financial Activities, Consolidated Balance Sheet, Balance Sheet, Consolidated Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 30 June 2020 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Zoe's Place Trust

Independent Auditor's Report to the Members of Zoe's Place Trust

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the financial statements and Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the financial statements and Trustees' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Financial Statements and the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 12), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Zoe's Place Trust

Independent Auditor's Report to the Members of Zoe's Place Trust

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable parent company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the group's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable parent company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Brown BA ACA DChA (Senior Statutory Auditor)
For and on behalf of MHA Tait Walker
Chartered Accountants
Statutory Auditor
Bulman House
Regent Centre
Gosforth
Newcastle upon Tyne
NE3 3LS

Date: 4/12/2020

MHA Tait Walker is a trading name of Tait Walker LLP.

Zoe's Place Trust

Consolidated Statement of Financial Activities for the Year Ended 30 June 2020

(Including Consolidated Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:					
Donations and legacies	3	2,319,876	766,769	3,086,645	2,948,997
Charitable activities	4	230,796	25,236	256,032	394,658
Other trading activities	5	382,034	-	382,034	654,192
Investment income	6	9,463	-	9,463	11,843
Other income	7	57,092	250	57,342	19,770
Total Income		<u>2,999,261</u>	<u>792,255</u>	<u>3,791,516</u>	<u>4,029,460</u>
Expenditure on:					
Raising funds	8	(780,893)	(13,100)	(793,993)	(1,121,921)
Charitable activities	9	(2,322,424)	(803,588)	(3,126,012)	(3,044,777)
Total Expenditure		<u>(3,103,317)</u>	<u>(816,688)</u>	<u>(3,920,005)</u>	<u>(4,166,698)</u>
Gains/losses on investment assets		<u>(3,119)</u>	<u>-</u>	<u>(3,119)</u>	<u>(9,355)</u>
Net expenditure		<u>(107,175)</u>	<u>(24,433)</u>	<u>(131,608)</u>	<u>(146,593)</u>
Transfers between funds		<u>44,459</u>	<u>(44,459)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(62,716)</u>	<u>(68,892)</u>	<u>(131,608)</u>	<u>(146,593)</u>
Reconciliation of funds					
Total funds brought forward		<u>2,587,128</u>	<u>249,877</u>	<u>2,837,005</u>	<u>2,983,598</u>
Total funds carried forward	23	<u>2,524,412</u>	<u>180,985</u>	<u>2,705,397</u>	<u>2,837,005</u>

All of the group's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 is shown in note 23.

Zoe's Place Trust

Comparative Consolidated Statement of Financial Activities for the Year Ended 30 June 2019

(Including Consolidated Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	3	2,024,822	924,175	2,948,997
Charitable activities	4	362,158	32,500	394,658
Other trading activities	5	654,192	-	654,192
Investment income	6	11,843	-	11,843
Other income	7	19,770	-	19,770
Total income		<u>3,072,785</u>	<u>956,675</u>	<u>4,029,460</u>
Expenditure on:				
Raising funds	8	(1,108,606)	(13,315)	(1,121,921)
Charitable activities	9	(2,278,465)	(766,312)	(3,044,777)
Total expenditure		<u>(3,387,071)</u>	<u>(779,627)</u>	<u>(4,166,698)</u>
Gains/losses on investment assets		<u>(9,355)</u>	<u>-</u>	<u>(9,355)</u>
Net (expenditure)/income		(323,641)	177,048	(146,593)
Transfers between funds		<u>32,060</u>	<u>(32,060)</u>	<u>-</u>
Net movement in funds		(291,581)	144,988	(146,593)
Reconciliation of funds				
Total funds brought forward		<u>2,878,709</u>	<u>104,889</u>	<u>2,983,598</u>
Total funds carried forward	23	<u><u>2,587,128</u></u>	<u><u>249,877</u></u>	<u><u>2,837,005</u></u>


Zoe's Place Trust

(Registration number: 04446416)

Consolidated Balance Sheet as at 30 June 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	16	1,219,981	1,296,401
Investments	17	<u>237,331</u>	<u>240,450</u>
		<u>1,457,312</u>	<u>1,536,851</u>
Current assets			
Stocks	18	1,827	1,605
Debtors	19	380,697	306,349
Cash at bank and in hand		<u>1,833,404</u>	<u>1,868,474</u>
		2,215,928	2,176,428
Creditors: Amounts falling due within one year	20	<u>(967,843)</u>	<u>(876,274)</u>
Net current assets		<u>1,248,085</u>	<u>1,300,154</u>
Net assets		<u>2,705,397</u>	<u>2,837,005</u>
Funds of the group:			
Restricted funds		180,985	249,877
Unrestricted income funds			
General funds		<u>2,524,412</u>	<u>2,587,128</u>
Total funds	23	<u>2,705,397</u>	<u>2,837,005</u>

The financial statements on pages 16 to 42 were approved by the trustees, and authorised for issue on 1/12/20 and signed on their behalf by:



J J Scarisbrick
Trustee

Zoe's Place Trust

(Registration number: 04446416)
Balance Sheet as at 30 June 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	16	1,219,981	1,296,401
Investments	17	<u>238,331</u>	<u>241,450</u>
		<u>1,458,312</u>	<u>1,537,851</u>
Current assets			
Debtors	19	369,868	301,954
Cash at bank and in hand		<u>1,806,045</u>	<u>1,821,328</u>
		2,175,913	2,123,282
Creditors: Amounts falling due within one year	20	<u>(963,548)</u>	<u>(873,724)</u>
Net current assets		<u>1,212,365</u>	<u>1,249,558</u>
Net assets		<u>2,670,677</u>	<u>2,787,409</u>
Funds of the charity:			
Restricted funds		180,985	249,877
Unrestricted income funds			
Unrestricted funds		<u>2,489,692</u>	<u>2,537,532</u>
Total funds	23	<u>2,670,677</u>	<u>2,787,409</u>

The financial statements on pages 16 to 42 were approved by the trustees, and authorised for issue on 1/12/20 and signed on their behalf by:



J J Scarisbrick
Trustee

Zoe's Place Trust

Consolidated Statement of Cash Flows for the Year Ended 30 June 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash expenditure		(131,608)	(146,593)
Adjustments to cash flows from non-cash items			
Depreciation	8	131,382	155,235
Investment income	6	(9,463)	(11,843)
Loss on disposal of tangible fixed assets		7,806	3,925
Revaluation of investments		3,119	9,355
		<u>1,236</u>	<u>10,079</u>
Working capital adjustments			
(Increase)/decrease in stocks	18	(222)	1,368
(Increase)/decrease in debtors	19	(74,348)	35,234
Increase in creditors	20	<u>91,569</u>	<u>51,416</u>
Net cash flows from operating activities		<u>18,235</u>	<u>98,097</u>
Cash flows from investing activities			
Interest receivable and similar income	6	9,463	11,843
Purchase of tangible fixed assets	16	(63,043)	(148,882)
Sale of tangible fixed assets		275	-
Sale of investments		<u>-</u>	<u>232,348</u>
Net cash flows from investing activities		<u>(53,305)</u>	<u>95,309</u>
Net (decrease)/increase in cash and cash equivalents		(35,070)	193,406
Cash and cash equivalents at 1 July		<u>1,868,474</u>	<u>1,675,068</u>
Cash and cash equivalents at 30 June		<u><u>1,833,404</u></u>	<u><u>1,868,474</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is: Upper Ground Floor, 15 Dormer Place, Leamington Spa, Warwickshire, CV32 5AA

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Zoe's Place Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling which is the functional currency of the entity.

Basis of consolidation

The consolidated financial statements consolidate the financial statements of the charity and its subsidiary undertakings drawn up to 30 June 2020.

No statement of financial activities is presented for the charity as permitted by section 408 of the Companies Act 2006. The charity made a deficit after tax for the financial year of £116,732 (2019 - deficit of £145,449).

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

2 Accounting policies (continued)

Going concern

The charity's forecasts and projections for the next twelve months show that the charity should be able to continue in operational existence for that period, taking into account reasonable possible changes in trading performance and the potential impact on the charity of possible future scenarios arising from the impact of COVID-19. This also considers the effectiveness of available measures to assist in mitigating the impact. The charity and its trading subsidiary have strong positive cash balances and is forecasting for this to continue to be the case. The trustees have stress tested their forecasts, taking into account various scenarios, and remain confident that the uncertainties do not cast significant doubt on the company's ability to continue as a going concern.

Estimation uncertainty and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

There are considered to be no significant judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies which effect the amounts recognised in the financial statements.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

Grants are recognised when the group has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

In accordance with the SORP FRS102 (para 5.10) income from government grants cannot be accounted for under the 'accruals method'. Therefore government grants are recognised as income when they are received, subject to performance conditions being met. The charity receives income from NHS England for each financial year. On this basis the charity recognises the income received in line with its own financial year, deferring the grant into its next financial year if the monies are received from NHS England early and immediately prior to the year end.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

2 Accounting policies (continued)

Gifts in kind

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.
- (iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them. In respect of those which are fixed assets, a fixed asset addition and income are recognised, otherwise income and expenditure is recognised.

Other trading activities

Income from commercial trading activities is recognised as earned (as the related goods and services are provided) and as rental and service charges fall due.

Investment income

Interest income is recognised on a receivable basis, when the amount can be measured reliably - this is normally upon notification of the interest paid or payable by the bank.

Charitable activities

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support client service activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when related grants are received and the performance conditions relating to its entitlement are not met.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

2 Accounting policies (continued)

Other expenditure

Other expenditure represents those items not falling into any other heading.

Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's (and the group's) activities. These costs, which have not been directly apportioned, have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in the support costs note.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Freehold Property	Straight line over 50 years on buildings
Leasehold Property	Straight line over 8 years
Motor Vehicles	25% reducing balance
Equipment, Fixtures and Fittings	20% straight line

Impairment of fixed assets

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

2 Accounting policies (continued)

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Stock

Stock is valued at the lower of cost or net realisable value, after making allowance for any obsolete or slow moving items. Donated items of stock are recognised at fair value which is the amount the charitable company would have been willing to pay for the items on the open market.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the group.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The group supports personal pension plans taken out by employees. Contributions are charged to the income and expenditure account as they become payable.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

2 Accounting policies (continued)

Financial instruments

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Donations	1,329,632	29,789	1,359,421	1,522,748
Legacies	94,618	-	94,618	145,801
Payroll giving	10,995	-	10,995	9,370
Gift aid reclaimed	86,447	-	86,447	78,478
Gifts in kind	-	-	-	107,000
NHS England Grant	136,429	582,802	719,231	534,235
Grants and Trust income	109,186	154,178	263,364	551,365
Job Retention Scheme	552,569	-	552,569	-
	<u>2,319,876</u>	<u>766,769</u>	<u>3,086,645</u>	<u>2,948,997</u>

4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Respite care	230,796	-	230,796	362,158
GP Cover	-	25,236	25,236	32,500
	<u>230,796</u>	<u>25,236</u>	<u>256,032</u>	<u>394,658</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

5 Income from other trading activities

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Fundraising	297,718	297,718	566,906
Lottery	28,114	28,114	24,417
Clothes Aid	33,254	33,254	42,259
SNAK appeal	2,354	2,354	3,992
Clothes Recycling	13,359	13,359	11,041
Merchandise	7,235	7,235	5,577
	<u>382,034</u>	<u>382,034</u>	<u>654,192</u>

6 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Other income from fixed asset investments	<u>9,463</u>	<u>9,463</u>	<u>11,843</u>

7 Other income

	Unrestricted funds	Restricted funds	Total	Total
	General	funds	2020	2019
	£	£	£	£
Work Placements	5,777	-	5,777	14,424
Provision of Services	-	-	-	5,346
De-minimis VAT refund	51,295	-	51,295	-
Other income	<u>20</u>	<u>250</u>	<u>270</u>	<u>-</u>
	<u>57,092</u>	<u>250</u>	<u>57,342</u>	<u>19,770</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

8 Expenditure on raising funds

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Employment costs	489,114	-	489,114	610,317
Merchandise	4,921	-	4,921	4,165
Fundraising cost of sales	169,335	118	169,453	322,240
Advertising and PR	14,454	-	14,454	6,898
Lease of equipment	9,626	-	9,626	12,732
Premises costs	13,124	-	13,124	15,065
Repairs and maintenance	19,078	11,958	31,036	57,062
Travel and subsistence	17,110	420	17,530	37,563
Office costs	12,924	251	13,175	19,543
Telephone	11,606	353	11,959	10,530
Professional fees	8,408	-	8,408	3,523
Irrecoverable VAT	-	-	-	7,144
Depreciation	10,803	-	10,803	15,139
Loss on disposal of tangible fixed assets	390	-	390	-
	<u>780,893</u>	<u>13,100</u>	<u>793,993</u>	<u>1,121,921</u>

9 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Note	General £	£	£	£
Hospice Care		1,838,297	753,528	2,591,825	2,742,144
Allocated support costs	10	423,207	50,060	473,267	249,741
Governance costs	10	60,920	-	60,920	52,892
		<u>2,322,424</u>	<u>803,588</u>	<u>3,126,012</u>	<u>3,044,777</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

9 Expenditure on charitable activities (continued)

	Activity undertaken directly £	Activity support costs £	Total 2020 £	Total 2019 £
Hospice Care	2,591,825	473,267	3,065,092	2,991,885
Governance costs	-	60,920	60,920	52,892
	<u>2,591,825</u>	<u>534,187</u>	<u>3,126,012</u>	<u>3,044,777</u>

10 Analysis of governance and support costs

	Support costs £	Governance costs £	Total 2020 £	Total 2019 £
Employment Costs	366,328	14,575	380,903	157,338
HR	-	3,840	3,840	3,840
Legal fees	-	10,417	10,417	6,279
Audit fees	-	9,700	9,700	9,700
Care Quality	-	3,877	3,877	3,861
Professional fees	3,330	13,433	16,763	15,788
Subscriptions	-	4,894	4,894	4,414
Depreciation	11,719	-	11,719	14,009
Premises	11,811	-	11,811	13,557
Repairs and maintenance	73,507	-	73,507	63,055
Other office costs	3,252	184	3,436	1,684
Staff training	2,578	-	2,578	9,108
Loss on disposal of tangible fixed assets	742	-	742	-
	<u>473,267</u>	<u>60,920</u>	<u>534,187</u>	<u>302,633</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

11 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2020 £	2019 £
Operating leases - other assets	16,043	15,915
Audit fees	9,700	9,700
Other non-audit services	2,550	3,050
Loss on disposal of tangible fixed assets	7,806	3,925
Depreciation of fixed assets	<u>131,382</u>	<u>155,235</u>

12 Trustees remuneration and expenses

During the year the group made the following transactions with trustees:

No trustees, nor any persons connected with them, have received any remuneration from the group during the year.

No trustees have received any other benefits from the charity during the year.

13 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	2,684,150	2,703,693
Social security costs	208,655	226,901
Pension costs	<u>81,297</u>	<u>65,652</u>
	<u>2,974,102</u>	<u>2,996,246</u>

Included in staff costs are accrued redundancy costs of £170,565.

The monthly average number of persons (including senior management team) employed by the group during the year was as follows:

	2020 No	2019 No
Trustees	6	6
Management	9	12
Administration	27	26
Nurses	76	76
Domestic	<u>5</u>	<u>5</u>
	<u>123</u>	<u>125</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

13 Staff costs (continued)

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the group were £386,818 (2019 - £373,354).

14 Auditors' remuneration

	2020 £	2019 £
Audit of the financial statements	<u>9,700</u>	<u>9,700</u>
Other fees to auditors		
All other non-audit services	<u>2,550</u>	<u>3,050</u>

15 Taxation

The group is a registered charity and is therefore exempt from taxation.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

16 Tangible fixed assets

Group and Charity

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Leasehold property improvements £	Total £
Cost					
At 1 July 2019	1,111,933	834,089	171,943	861,517	2,979,482
Additions	-	63,043	-	-	63,043
Disposals	-	(39,664)	-	-	(39,664)
At 30 June 2020	<u>1,111,933</u>	<u>857,468</u>	<u>171,943</u>	<u>861,517</u>	<u>3,002,861</u>
Depreciation					
At 1 July 2019	164,865	552,506	104,193	861,517	1,683,081
Charge for the year	20,608	93,837	16,937	-	131,382
Eliminated on disposals	-	(31,583)	-	-	(31,583)
At 30 June 2020	<u>185,473</u>	<u>614,760</u>	<u>121,130</u>	<u>861,517</u>	<u>1,782,880</u>
Net book value					
At 30 June 2020	<u>926,460</u>	<u>242,708</u>	<u>50,813</u>	<u>-</u>	<u>1,219,981</u>
At 30 June 2019	<u>947,068</u>	<u>281,583</u>	<u>67,750</u>	<u>-</u>	<u>1,296,401</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

17 Fixed asset investments

Group

	2020 £	2019 £
Other investments	<u>237,331</u>	<u>240,450</u>

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 July 2019	240,450	240,450
Revaluation	<u>(3,119)</u>	<u>(3,119)</u>
At 30 June 2020	<u>237,331</u>	<u>237,331</u>
Net book value		
At 30 June 2020	<u>237,331</u>	<u>237,331</u>
At 30 June 2019	<u>240,450</u>	<u>240,450</u>

The following shares included within other investments exceeded 5% of the total value of investments:

- Artemis Global Growth - U - £12,804
- ASI Global Focused Equity - £13,057
- Baillie Gifford international - U - £18,335
- Fundsmith Equity - U - £18,066
- Marlborough UK Micro-Cap Growth - U - £13,100
- Merian Global Equity - U2 - £14,503
- Threadneedle Global Extended Alpha - U - £16,835

Charity

	2020 £	2019 £
Shares in group undertakings and participating interests	1,000	1,000
Other investments	<u>237,331</u>	<u>240,450</u>
	<u>238,331</u>	<u>241,450</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

17 Fixed asset investments (continued)

Shares in group undertakings and participating interests

	Subsidiary undertakings £	Total £
Cost		
At 1 July 2019	1,000	1,000
At 30 June 2020	1,000	1,000
Net book value		
At 30 June 2020	1,000	1,000
At 30 June 2019	1,000	1,000

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 July 2019	240,450	240,450
Revaluation	(3,119)	(3,119)
At 30 June 2020	237,331	237,331
Net book value		
At 30 June 2020	237,331	237,331
At 30 June 2019	240,450	240,450

Details of undertakings

Details of the investments in which the charity holds 20% or more of the nominal value of any class of share capital are as follows:

Undertaking	Country of incorporation	Holding	Proportion of voting rights and shares held		Principal activity
			2020	2019	
Subsidiary undertakings					
Zoe's Place Trading Limited	England and Wales	Ordinary	100%	100%	The operation of business support activities

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

17 Fixed asset investments (continued)

The profit for the financial period of Zoe's Place Trading Limited was £35,169 (2019 - £50,045) and the aggregate amount of capital and reserves at the end of the period was £35,720 (2019 - £50,596).

18 Stock

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Finished goods	<u>1,827</u>	<u>1,605</u>	<u>-</u>	<u>-</u>

19 Debtors

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	51,557	137,752	31,120	125,468
Due from group undertakings	-	-	5,403	5,672
Prepayments and accrued income	316,521	150,249	316,521	149,639
VAT recoverable	<u>12,619</u>	<u>18,348</u>	<u>16,824</u>	<u>21,175</u>
	<u>380,697</u>	<u>306,349</u>	<u>369,868</u>	<u>301,954</u>

20 Creditors: amounts falling due within one year

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade creditors	63,544	97,516	61,799	97,516
Other taxation and social security	38,639	49,866	38,639	49,866
Other creditors	48,420	53,852	48,420	53,852
Accruals	<u>817,240</u>	<u>675,040</u>	<u>814,690</u>	<u>672,490</u>
	<u>967,843</u>	<u>876,274</u>	<u>963,548</u>	<u>873,724</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

20 Creditors: amounts falling due within one year (continued)

Deferred income

Group and Charity

	2020 £	2019 £
Deferred income at 1 July 2019	615,188	586,646
Resources deferred in the period	625,840	615,188
Amounts released from previous periods	<u>(615,188)</u>	<u>(586,646)</u>
Deferred income at year end	<u>625,840</u>	<u>615,188</u>

21 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Land and buildings				
Within one year	23,588	63,500	23,588	63,500
Between one and five years	<u>-</u>	<u>46,088</u>	<u>-</u>	<u>46,088</u>
	<u>23,588</u>	<u>109,588</u>	<u>23,588</u>	<u>109,588</u>
Other				
Within one year	21,256	21,406	21,256	21,406
Between one and five years	<u>44,014</u>	<u>63,305</u>	<u>44,014</u>	<u>63,305</u>
	<u>65,270</u>	<u>84,711</u>	<u>65,270</u>	<u>84,711</u>

22 Pension and other schemes

Defined contribution pension scheme

The group operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the group to the scheme and amounted to £81,297 (2019 - £65,652).

Contributions totalling £13,111 (2019 - £15,028) were payable to the scheme at the end of the year and are included in creditors.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

23 Funds

Group

	Balance at 1 July 2019 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 30 June 2020 £
Unrestricted funds						
General						
General fund	2,587,128	2,999,261	(3,103,317)	44,459	(3,119)	2,524,412
Restricted funds						
Hospice Nurses - Coventry	-	135,638	(135,638)	-	-	-
Minibus - Coventry	9,644	-	(2,411)	-	-	7,233
GP Services - Coventry	25,125	-	(19,500)	-	-	5,625
The Hives - Coventry	3,536	-	(2,243)	-	-	1,293
Therapy Fund - Coventry	7,489	9,800	(3,387)	-	-	13,902
Hospice Equipment - Coventry	17,333	11,040	(2,175)	(8,427)	-	17,771
Ancillary Funds - Coventry	3,475	3,000	(625)	-	-	5,850
Salaries - Coventry	-	17,000	(17,000)	-	-	-
Technology Fund - Coventry	-	3,238	(406)	(2,832)	-	-
GP Cover - Liverpool	8,125	25,236	(24,375)	-	-	8,986
Hospice Nurses - Liverpool	-	223,582	(223,582)	-	-	-
End of Life Room - Liverpool	18,614	-	(878)	-	-	17,736
Therapy Fund - Liverpool	7,474	19,180	(8,311)	-	-	18,343
Hospice Equipment - Liverpool	14,985	743	(2,319)	-	-	13,409
Salaries - Liverpool	23,465	21,486	(44,951)	-	-	-
Ancillary Funds - Liverpool	1,096	2,100	(1,941)	-	-	1,255
Technology Fund - Liverpool	-	2,500	(1,500)	(1,000)	-	-
People Carrier - Middlesbrough	417	-	-	-	-	417

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

23 Funds (continued)

	Balance at 1 July 2019 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 30 June 2020 £
Hospice Nurses - Middlesbrough	-	223,582	(223,582)	-	-	-
Refurb Appeal - Middlesbrough	2,330	46,250	(43,750)	-	-	4,830
Heritage Grant - Crossbeck Hse Conservation - Middlesbrough	7,050	-	-	-	-	7,050
Therapy Fund - Middlesbrough	13,233	16,342	(8,366)	(2,344)	-	18,865
Technology Fund - Middlesbrough	10,960	6,000	(2,091)	(10,167)	-	4,702
Hospice Equipment - Middlesbrough	17,842	321	(1,903)	(2,450)	-	13,810
Salaries - Middlesbrough	22,102	20,697	(32,891)	-	-	9,908
Ancillary Funds - Middlesbrough	10,582	4,520	(5,102)	-	-	10,000
IT Upgrade - Garfield Western Foundation	25,000	-	(7,761)	(17,239)	-	-
Total restricted funds	<u>249,877</u>	<u>792,255</u>	<u>(816,688)</u>	<u>(44,459)</u>	<u>-</u>	<u>180,985</u>
Total funds	<u>2,837,005</u>	<u>3,791,516</u>	<u>(3,920,005)</u>	<u>-</u>	<u>(3,119)</u>	<u>2,705,397</u>

The specific purposes for which the funds are to be applied are as follows:

Hospice Nurses - NHS Grant to pay the nurses salaries.

Minibus Coventry - This fund was established following the donations received from the Lord Taverners towards a Mini Bus. As in accordance with offer the vehicle is a restricted asset from 2014 for 5 years, so the annual deprecation will be off set against this fund.

GP Services - Coventry - Charitable Trust grant to cover provision of GP services for children at the hospice.

The Hives- Coventry - Fund set up for donations/grants for new garden building in hospice grounds.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

23 Funds (continued)

Therapy Fund - Coventry - Grants received for the provision of Hydrotherapy, Music Therapy, Animal Therapy, Rebound Therapy and swimming for the children.

Hospice Equipment - Coventry - This fund was established from donations and grants given for the specific purpose of providing hospice equipment for the Coventry hospice. For capital items purchased the fund is released to unrestricted funds as the restrictions have then been met, other expenditure is released director to the SOFA.

Ancillary Funds - Coventry - Donations and grants received for children and their siblings for outings, events and special occasions.

Salaries - Coventry - Grants received to fund clinical staff salaries.

Technology Fund - Coventry - Funds received to upgrade and maintain information technology.

GP Cover- Liverpool - Clinical Commissioning Group funding to provide GP services for children at the hospice.

End of Life Room - Liverpool - Donations received to fund a new room for children's' care at the end of their life.

Therapy Fund - Liverpool - Grants received for the provision of Art Therapy and Hydrotherapy for the children.

Hospice Equipment - Liverpool - This fund is for donations and grants which have been received for the purpose of providing equipment for use in the hospice. For capital items purchased the fund is released to unrestricted funds as the restrictions have then been met, other expenditure is released direct to the SOFA.

Salaries - Liverpool - Grants received to fund clinical staff salaries.

Ancillary Funds - Liverpool - Donations and grants received for Children's outings, special occasions and events.

Technology Fund - Liverpool - Funds received to upgrade and maintain information technology.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

23 Funds (continued)

People Carrier - Middlesbrough - This fund was established following donations received following the loss of the previous people carrier. This can be released once a new people carrier is purchased.

Refurb Appeal - Middlesbrough - Fund set up for donations for future refurbishment and project works in hospice.

Heritage Grant - Crossbeck Hse Conservation - Middlesbrough - Grant to facilitate building repairs to Hospice.

Therapy Fund - Middlesbrough - Grants received for the provision of physiotherapy, hydrotherapy and Bereavement services.

Technology Fund - Middlesbrough - Funds received to upgrade and maintain information technology.

Hospice Equipment - Middlesbrough - Grants and donations received specifically to purchase hospice equipment.

Salaries - Middlesbrough - Grants received to fund clinical staff salaries.

Ancillary Funds - Middlesbrough - Donations and grants received to fund Children and their siblings for outings, events and special occasions.

IT Upgrade - Garfield Western Foundation - Grant received for whole Trust for IT infrastructure upgrade.

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

24 Analysis of net assets between funds

Group

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	1,212,747	7,234	1,219,981
Fixed asset investments	237,331	-	237,331
Net current assets/(liabilities)	1,074,334	173,751	1,248,085
Total net assets	<u>2,524,412</u>	<u>180,985</u>	<u>2,705,397</u>

	Unrestricted funds	Restricted funds	Total funds at 30 June 2019
	General £	£	£
Tangible fixed assets	1,286,757	9,644	1,296,401
Fixed asset investments	240,450	-	240,450
Net current assets/(liabilities)	1,059,921	240,233	1,300,154
Total net assets	<u>2,587,128</u>	<u>249,877</u>	<u>2,837,005</u>

25 Analysis of net funds

Group

	At 1 July 2019 £	Cash flow £	At 30 June 2020 £
Cash at bank and in hand	1,868,474	(35,070)	1,833,404
Net funds	<u>1,868,474</u>	<u>(35,070)</u>	<u>1,833,404</u>

Group

	At 1 July 2018 £	Cash flow £	At 30 June 2019 £
Cash at bank and in hand	1,675,068	193,406	1,868,474
Net funds	<u>1,675,068</u>	<u>193,406</u>	<u>1,868,474</u>

Zoe's Place Trust

Notes to the Financial Statements for the Year Ended 30 June 2020

26 Related party transactions

Group

During the year the group made the following related party transactions:

Life Hospital Trust

(Directors in common)

Rental of premises £Nil (2019 - £25,000).

Subcontract of domestic salaries £Nil (2019 - £5,196).

Received reimbursed expense at cost of £Nil (2019 - £21,750).

At the balance sheet date the amount due Life Hospital Trust was £Nil (2019 - £Nil).

J Stainsby

(Trustee)

The Trust reimbursed J Stainsby for travel expenses in the year of £3,727 (2019 - £2,830).

At the balance sheet date the amount due to J Stainsby was £Nil (2019 - £227).

Zoe's Place Trading Limited

(Subsidiary)

During the year, the charity made sales relating to management fees of £9,000 (2019: £9,000), licensing fees of £4,187 (2019: £5,726) and received a gift aid distribution of £50,045 (2019: £51,190). The charity also made purchases relating to fundraising expenses of £4,595 (2019: £58,279).

At the balance sheet date the amount due from Zoe's Place Trading Limited was £5,403 (2019 - £5,672).